

OPPORTUNITY

OPPORTUNITÉ

OPORTUNIDADE



HUMAN RESOURCES

SUBJECT: Communication – Announcement

SUJET: Communication – Communiqué

ASSUNTO: Comunicação – Comunicado

Corporate & O&M Buyer (M/F)

Our **Procurement Department** is looking for a **Corporate & O&M Buyer** for its **Operations**, will have the following responsibilities:

- Handle requests for information, quotations, proposals and bidding processes;
- Implement plans to assure orders meet specified, quality, delivery times and minimize the total cost of purchases;
- Budget negotiation and cost control;
- Identify opportunities and implement actions to achieve efficiencies;
- Negotiation with suppliers to meet quality, delivery and cost objectives;
- Establish supplier base in conformance with guidance from requesters, O&M, Project Management Director, etc.;
- Planning and coordination of all shipments from origin to destination;
- Liaising with forwarders and customs broker when needed;
- Documents performance to action plan and timelines for assigned sourcing projects;
- Evaluation of current and potential suppliers.

• SOLAR • WIND • HYDRO • BIOMASS •

At Voltaia we are passionate about **renewable energies!** We are an electricity producer from wind, solar, hydro and biomass, and also a service provider to 3rd party clients such as **Development, EPC, O&M and Distribution.**

Today we are in **18 countries, split among 4 continents**, and offering a **global operating capacity** to our clients. We are listed on the regulated Euronext market in Paris since July 2014.

Announcement Date: 03-12-2018

REFERENCE
40.2018

COMPANY
Voltaia

DEPARTMENT
Procurement

JOB TITLE
Corporate & O&M Buyer

LOCATION
Porto, Portugal
Oliveira de Frades, Portugal

STARTING DATE
January 2018

QUALIFICATIONS:

The ideal candidate will have/ be:

- Master or Licentiate Degree in fields of Supply Chain, Engineering or Business Management;
- At least 3 years of experience in Procurement, Sourcing and Logistics;
- Used to work with international, multi-cultural teams, in multiple time zones;
- Knowledge of implementation of Strategic Sourcing Methodologies;
- Energy sector knowledge;
- Excellent MS Office domain;
- English proficiency.

Key Skills:

- Ability to prosper in an environment of fast growth and change;
- Ability to think and work under pressure;
- Good communication skills;
- Ability to handle multiple tasks, set priorities and negotiate successful solutions
- Strong attention to detail;
- Flexible, energetic and confident person;
- Proactivity and Accuracy;
- Highly motivated.

Your application will be reviewed by Daniela Mendes.

If you are interested in this career opportunity, please send us your CV to votaliarecruits@votalia.com, with the subject "40.2018 – Corporate & O&M Buyer".